

STATE OF INDIANA

DEPARTMENT OF WORKFORCE DEVELOPMENT

**INDIANA
WORKFORCE
DEVELOPMENT**



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Formal Communication

TO: WIB Directors

FROM: William R. Miller, Director, WIA Administration

DATE: January 27, 2004

Workforce Investment Act - Technical Assistance Bulletin WIA-TAB 2003-006

“CPR or First Aid as a Credential”

The issue covered by the technical assistance bulletin is whether obtaining a CPR/First Aid certification equates to earning a credential. The Department of Workforce Development (DWD) provides guidance.

The definition of credential as stated in TEGL 7-99 does not address CPR/First Aid:

“Credential: nationally recognized degree or certificate or State/locally recognized credential. Credentials include, but are not limited to:

- A high school diploma.
- A GED or other recognized equivalents,
- Post-secondary degrees/certificates,
- Recognized skill standards, and
- Licensure or industry-recognized certificates.

States should include all State Education Agency recognized credentials. In addition, States should work with WIBs to encourage certificates to recognize successful completion of the training services listed above that are designed to equip individuals to enter or re-enter employment, retain employment, or advance into better employment.”

Receiving a certification in either CPR or First Aid by a national or state organization with high recognition as a leader in teaching CPR or first aid procedures with employers such as but not limited to the American Red Cross, or an Indiana post secondary institution, hospital or a fire fighting organization are acceptable. Local units without state or national recognition with employers are not acceptable. Also, in order to count

the certification as a credential for adults and dislocated workers, the employer must document the need for such a credential. For older youth, the employer must document the need or desire for such a credential. The need or desire for the credential must be related to the occupational goal as a primary duty and/or required for the client getting and keeping the occupation. For example, a client has the goal to become a CNA; as such, learning First Aid and CPR are required components of the occupation. On the other hand, for a client having a goal to become a welder, the receipt of the First Aid or CPR credential is not a required component but one that may be desired. For adults, dislocated workers, and older youth, all other programmatic and reporting credential requirements must also be met.

The clarification provided through this TAB may be changed with the implementation of the Common Measures. In which case, this TAB may no longer be effective.

WIA-TAB No.	Subject Matter
2003-000	Workforce Investment Act Technical Bulletins
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